

0240.05 Generator Power

Issued February 13, 2009

SUBJECT: General backup power generator information.

APPLICATION: Executive, Legislative, and Judicial Branch Departments and Sub-units located in DMB-managed facilities in the City of Lansing or Windsor Township (Eaton County).

PURPOSE: To establish uniform procedures and communication assuring power generator readiness and serviceability.

CONTACT AGENCY: Department of Management and Budget (DMB) – Facilities Administration – Building Operations Division

TELEPHONE: 517-373-0185 (8:00 a.m. to 5:00 p.m., State work days)
517-373-0196 (anytime, 24/7 Central Control)

FAX: 517-241-3617

SUMMARY: Some DMB-managed facilities have full or partial electrical energy backup power. Electricity produced by the backup system often powers life safety systems and other critical applications. Surplus capacity is often shared by tenant agencies.

Generated power is typically produced with diesel-powered machinery.

Diesel fuel levels are to be maintained at 75% minimum, during normal operations. Quarterly fills are automatically scheduled to provide for testing consumption.

DMB will procure and/or deliver from stockpiles, fuel necessary to keep machinery operational. DMB will also procure maintenance and service of the machinery. Any questions or special needs or information requests should be directed to the above contact or the local Facility Manager. Cost for services and fuel will be billed to the agency who owns the equipment.

APPLICABLE FORMS: None.

PROCEDURES:

DMB

- Provides regular and special maintenance; contact Facility Manager for the facility where the machine(s) is located.
- Provides regular fuel top-off.
- Provides for emergency fuel requirements and service.

Agency

- Provides agency contact information for communication requirements.
- Provides test schedules, if applicable.
- Provides opportunity for transfer switch testing at regularly scheduled maintenance intervals.

Dedicated, agency-specific generators are not covered by this procedure; individual agency is responsible for all aspects of the equipment.

* * *